



Student Support & Development

Head of Careers Service (Administrator Grade II)

Permanent

DCU Careers Service is a dynamic and forward looking department consisting of a team of committed and enthusiastic careers advisers and administrative staff who are passionate about career development and employability. We provide an inclusive service to support, guide and empower our students to make informed career decisions and to maximise their personal and professional development.

The Careers Service is part of a wider range of services provided by Student Support & Development and works closely with other units, which include the INTRA work placement office, Counselling & Personal Development, the Sports Development Office, the Student Health Centre, the Disability & Learning Support Office, the Access Office, the Inter Faith Centre and the Student Advice Centre. Further information on Student Support & Development can be found at: <http://www.dcu.ie/students/index.shtml>

The Careers Office is seeking to appoint a Head of Service on a permanent basis within the organisation, who will report directly to the Director of Student Support & Development.

The Head will lead, manage and develop a busy Careers Service and work in close collaboration with other units within SS&D and the wider university. S/he will take a strategic leadership role, ensuring that DCU graduates are well prepared for the employment market and provided with ample opportunity to develop lifelong employability skills, in line with the DCU Strategic Plan.

Key Duties and Responsibilities:

The role and responsibilities of the Head of Careers include:

Management & Strategic Direction

- Provide strategic leadership for the Office, in line with the University Strategy and key University priorities
- Keep abreast of developments in the graduate marketplace and the government employability agenda and ensure congruence of the University's careers provision
- Have overall responsibility for the management of the Office and its staff, ensuring that a professional, efficient and effective service is provided to students, staff and employers
- Manage and develop careers' staff professional development and annual PMDS
- Work on a clear employability strategy for the institution, in collaboration with other key stakeholders
- Manage the budget effectively / seek external funding where relevant, to enhance the service provision
- Manage the annual Graduate Outcomes Survey for the University, ensuring maximum engagement
- Review and continue to enhance the current Careers offerings within the University, working hand-in-hand with Faculties, where possible

Representation / Liaison

- Represent the University on relevant professional and academic Associations and Committees, both internal and external
- Build and further enhance relationships with DCU's network of employers, professional organisations, the DCU Trust and key internal and external stakeholders
- Work collaboratively with Schools, Faculties and other Student Support & Development units at DCU to ensure a cohesive approach to the work of the office

Development of Resources

- Use technology and other relevant mechanisms to increase efficiencies and improve the services provided to students, employers and staff
- Review the use of the online provision of careers and skills-related resources, with a view to enhancing the offering to students and employers
- Develop the DCU digital portfolio's capabilities to allow for employability skills to be captured and demonstrated

Client Caseload

- Carry out professional Careers Advisors' responsibilities for a client caseload

The Head of Careers will work under the direction of the Director of Student Support & Development and duties may change in line with the requirements of the Unit and/or the University.

Essential

- Relevant Primary degree and a postgraduate qualification in Careers Guidance
- A minimum of 5 years careers guidance provision in a third level environment
- 5 years' management experience in a service unit offering careers advice and provision
- Proven ability to lead and motivate a professional team of staff, managing their development and monitoring quality of performance
- A clearly-articulated vision for a Careers Service within a university environment
- A proven record of working collaboratively and innovatively in a high-performance, results-driven organisation
- Strong IT skills and understanding of the role of social media in the professional environment

The suitable candidate will have:

- Excellent managerial skills
- A proven ability to motivate and lead teams
- A proven ability to react flexibly and appropriately to unplanned situations
- A track record in cross-disciplinary project management
- Strong presentation and communication skills

Please note this role will be subject to the Garda Vetting process.

Salary Scale: Administrator II - €55,884 - €88,950

**Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scale in line with current Government pay policy.*

Closing Date: 25th May 2018

Informal enquiries: Informal enquiries should be directed to Dr Claire Bohan, Director of Student Support & Development, DCU **Telephone:** (01)7005164 **Email:** claire.bohan@dcu.ie. Please do not send applications to this email address, instead apply as described below.

Application Procedure

Application forms are available from the DCU Current Vacancies (open competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: **Ref: #890 - Head of Careers Service (Administrator II)**

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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